



Vacancy Announcement 2016-03 – Electrical Controls Technician, Full Performance Level

“Applicants applied for 2015-41 will be considered for 2016-03”

OPEN TO: All Interested Candidates

POSITION: Electrical Controls Technician, FSN-7, FP-7*

OPENING DATE: January 28, 2016

CLOSING DATE: February 11, 2016

WORK HOURS: Full-time

SALARY: *Not-Ordinarily Resident (NOR): Position Grade: FP-07
*Ordinarily resident (OR): Position Grade FSN-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bishkek is seeking eligible and qualified applicant for the position of Electrical Controls Technician in the Facility Management Office.

BASIC FUNCTION OF POSITION

Electrical Controls Technician specializes in and focuses on the electrical control systems of automated equipment and performs various hands-on tasks of programming, configuring, maintaining, manipulating, troubleshooting and repairing the computer-based automated electrical control systems and equipment throughout the Embassy Compound buildings, grounds, and U.S. Government owned and leased residential properties. All equipment is operated on a 3-phase electrical power supply up to 10,000V. Assists Building Automation System Engineer (BAS) in the programming control sequences, control devices, and the devices' interface with the BAS to maintain optimized performance and equipment maintenance. Work is directed by the Supervisory Building Engineer and occasionally by the American Facility Manager. Stands 24/7/365 on-call duty. Responds to 24-hour emergency calls to repair equipment and/or assigned work area during off-duty hours. Backs up Supervisory Building Engineer.

Compound Electrical Equipment consists (but not limited to) of the following: Electrical Power Control System, Power Monitoring System EATON, Electrical Power Distribution Systems, Automatic Voltage Regulators (AVR), Transformers, Switchgear, Automatic Transfer Switches (ATS), Emergency Power Generation (generators) and controls, Logic Controls, Uninterruptible Power Supply (UPS) Systems, Capacitor Banks, Elevators, Fire Alarm Systems, Fire Suppression System, Fire Pump, with all their electrical Control components. Supports electrical controls for the HVAC/Mechanical Water Treatment filtration system, and Portable Water Treatment plant.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Required a completion of a three (3) year vocational training program from an accredited institute, technical school, or equivalent, recognized as producing journeyman level training in the repair and maintenance of electrical digital building control systems, known as Automated Systems Technology.

2. EXPERIENCE: Required minimum of three (3) years of journey-level experience with applied digital building control system knowledge in the repair and maintenance of digital building control systems as an Electrical Controls Technician. Experience must be with a large, modern commercial or government facility in operations and maintenance.

3. LANGUAGE: English Level 3 (good working knowledge) (reading, speaking, and writing) is required; Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required.
(*Language proficiency will be tested*)

4. SKILLS AND ABILITIES:

The incumbent shall have the skills and abilities in the following areas:

- **Ability to obtain certification to work with up to 1,000V prior to hiring;**
- ability and experience to interpret building / equipment, electrical control plans, specifications, schematic drawings, and manufacture's technical data;
- ability to distinguish frequencies and sounds of equipment to determine normal and abnormal operation;
- ability to identify color codes and odors in the operation of equipment in order to troubleshoot for repairs;
- substantial skill in comprehending engineering reports, specifications, and related materials in English and Russian
- standard computer literacy in Microsoft Office software (Word, Excel, Power Point, Outlook, etc.), email, and skills in Internet-based search (*This will be tested*); basic ability to read AutoCAD drawings;
- ability to test electrical components and take equipment readings with various meters, tools of the trade, and specialty tools to determine appropriate repairs and collect performance data;
- ability to use tools of the trade, hand tools, power tools, in order to install, troubleshoot and repair equipment electrical controls and building automation systems, and associated devices;
- ability to respond to emergency situations in an efficient and timely manner to effect immediate repairs;
- ability to work in various adverse conditions such as tight or enclosed spaces, at heights, and temperature extremes, indoors or outdoors, to complete work assignments;
- skill to communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information;
- excellent interpersonal skills and be able to handle a large workload and multiple tasks;
- ability to organize schedule, tools, and tasks;
- local Driver's License (Class B) is required for occasional use for operation of official Embassy vehicles for official business, both manual and automatic transmissions; (*This will be tested*)
- able to lift and carry tools, equipment and parts up to 20 kg;
- be available 24/7/365 on-call after duty hours to respond to emergencies.

5. JOB KNOWLEDGE:

- detailed technical knowledge to operate, manipulate, configure, troubleshoot, and maintain computer-based sophisticated Electrical Power Control System, Power Monitoring System, Fire Control System, and other building electrical systems that are supported by BAS;
- working knowledge of the Building Automated Systems (BAS) principals to effectively interact and assist the BAS Engineer;
- knowledge of how control systems interface with the other operating systems and equipment. Knowledge base must be equipment specific with all makes and models of the installed electrical systems, switchgear, and equipment;
- theoretical and/or working knowledge of different types of building systems and equipment and understanding of the principles of electrical, mechanical, and refrigeration systems;
- technical understanding of major building electrical / mechanical systems and equipment with a specialty in controls. Knowledge from reading technical documents, interpreting maintenance plans, and understanding of technical literature is required;
- basic knowledge of U.S. building, electrical, mechanical, fire and life safety codes; and, US building and trade construction standards.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained from the Human Resources Office. Please contact + 996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office).

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local employee staff security clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, current certificate to work up to 1,000 V (if any), a copy of local Driver’s License (Class B) and etc.).

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office	U.S. Embassy Bishkek
Mailing Address:	Prospect Mira, 171, Bishkek, Kyrgyz Republic
E-mail Address:	<u>BishkekHR@state.gov</u>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;

- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.